



Community Development Department - Planning Division

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Plot Plan Review

The C-1-A, C-1, O and YS zones and some conditions of zoning cases require the Planning Commission and City Council to review the proposed site design. This plot plan review can include variances from the development standards as well.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

TIME: The initial review will be done within 60-90 days of submittal of a complete application.

HEARINGS: The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

All graphics shall be folded to 8-1/2 x 11 inches with the bottom right corner visible.

- ☐ One (1) copy General Application Form (*Under "request," provide a description of your proposal*)
- ☐ One (1) copy Environmental Information Form. *For scheduling, use CEQA scheduled meeting dates. The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the City Planning Commission.*
- ☐ Thirteen (13) copies of the plot plan, drawn to scale and fully dimensioned, indicating the following:
 - a) The boundaries of the property, with all dimensions, and square footage of the lot.
 - b) The location and use of all existing and proposed buildings, off street parking spaces, loading areas, office areas, industrial areas, all manufacturing areas, sales areas, outdoor storage areas, fences, and landscaped areas.
 - c) A north arrow and scale (preferable scales are 1" = 10 feet or 1/4" = 1 foot or other appropriate scale).
 - d) Widths to centerline of existing streets, highways, alleys and other public right-of way or easements when they abut or cross the subject property. Please check with the Public Works Department to determine if additional right-of-way will be required for your project.
 - e) Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
 - f) Square footage of open space, if applicable.
 - g) Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
 - h) Location(s) and sizes of all existing and proposed freestanding sign(s) if applicable.
 - i) Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback therefrom should be included on the plans, if applicable. Note: Should the site include a blue line stream or involve an other issue that requires State agency review, State law requires a 30-day review period for the Initial Study and may require that the case be heard at a later hearing date to accommodate the review.
 - j) Grading information as described under the grading section of this handout and in the "Planning Commission Environmental Review of Grading Plans" handout, if applicable.
 - k) Parking analysis (for information on how to prepare a parking analysis see the Parking Analysis handout available at the front counter.)
- ☐ Thirteen (13) copies of the building elevations drawn to scale and fully dimensioned indicating existing and/or proposed buildings.

- ☐ One (1) copy Variance Justification Form for each variance being requested.
- ☐ One (1) copy of all graphics shall be reduced to an 8-½ x 11 inch size. See Instructions for Preparation of Reduced Graphics (attached) for acceptable types of graphic reductions.
- ☐ One (1) copy Application to the Riverside County Airport Land Use Commission (ALUC): The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.
- ☐ One (1) copy Hazardous Site Review Questionnaire
- ☐ One (1) copy Hazardous Materials Questionnaire
- ☐ One (1) copy Written Statement of Compliance: A written statement made by the applicant that the appropriate section of the Zoning Regulations for the City of Riverside (Title 19) has been read and the applicant intends to comply with the regulations.
- ☐ One (1) copy Plat Map of the Subject Property. *A copy of the Riverside County Assessor's Map showing the subject parcels is acceptable.*
- ☐ One (1) copy of the most recent Grant Deed with a complete and accurate legal description of each parcel involved.
- ☐ Ten (10) additional copies of the plot plan with grading if environmental review of grading required.

Environmental review will be required if your project involves grading and:

- a. The property to be graded has an average natural slope of 10% or greater; and/or
- b. The property is in the RC - Residential Conservation Zone; and/or
- c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite or Springbrook Arroyos, a blue line stream identified on USGS maps, a waterway or wetland area.

Please see "Planning Commission Environmental Review of Grading Plans" handout for grading review filing requirements, and fee schedule for fee information.